

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday May 23, 2012 @ 9:00 a.m.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following minutes are submitted for approval:
 - a. February 6, 2012 – Special
4. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Subcommittees
 - d. Commission Secretary
 - e. Staff Report Update
 1. Progress Report re: CSC Training
 2. Update re: revision to CSC Procedural Guidelines
5. **Job Class Specifications – Revision: For Informational Purposes Only**
 - a. Planner I, II, III, Senior – Approved as modified during last meeting
6. **Closed Session (per Government Code Section 54957): Hearing and Deliberations regarding Appeal #A11-005**
7. **Adjournment**

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Special Session Meeting
Thursday May 24, 2012 @ 9:00 a.m.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

- 1. Call to Order / Flag Salute / Roll Call**
- 2. Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
- 3. Closed Session (per Government Code Section 54957): Continued Hearing and Deliberations regarding Appeal #A11-005**
- 4. Adjournment**

Civil Service Commission

DRAFT

The San Luis Obispo County Civil Service Commission
Special Session Meeting
Monday February 6, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Vice President Jay Salter, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, Commission Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

SLOCEA General Manager Kimm Daniels commented regarding the 65th anniversary of SLOCEA and distributed a copy of the 1948 edition of County Blade Newsletter (Attachment 1).

3. Discuss complaints and hearing procedures:

President Nix: Confirmed that all Commissioners have read the document regarding the witness complaints. Reported that CAO Jim Grant offered to decrease the size of the Working Group to include Commissioner Tappan, President Nix, Tami Douglas-Schatz and Jim Grant. The Commissioners unanimously approved of the meeting as described by President Nix.

Commissioner Salter: Applauded President Nix for demonstrating a good faith effort in resolving issues and asked President Nix if she would consider the motions that were presented at the last meeting that were removed from today's agenda.

Commissioner Chapman: Commented that it was a good first step to come to a resolution and that the second step would be to bring ideas from the first meeting to the Working Group to see if a resolution can be completed.

Commission Secretary Tami Douglas-Schatz: Reported support for the smaller Work Group and was looking forward to taking the next steps toward resolution.

Vice President Salter: Clarified that the four motions he had made during the January 25, 2012 Special Meeting were intended to be used as a template for working toward achieving resolution quickly and asked President Nix to take them under advisement when meeting with the Work Group.

President Nix: Asked Commission Counsel Rita Neal if further Commission action was necessary for smaller Working Group.

Commission Counsel Rita Neal: Advised that no additional action was necessary.

Commission Secretary Tami Douglas-Schatz: Agreed to schedule the Working Group meeting.

President Nix: Opened the discussion for public comment.

Deputy County Counsel Susan Hoffman: Supports the proposal to allow counsel to ask clarifying questions during a hearing.

General Manger of SLOCEA Kimm Daniels: Commented that her experience has been positive during hearings.

4. **Adjournment**

Being no further business, President Nix adjourned the meeting at 9:53 P.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

THE COUNTY BLADE

Official Publication: San Luis Obispo County Employees' Association

Vol. 2, No. 1

October, 1948

NEXT MEETING

Thursday, October 28, 1948

Superior Court Room

San Luis Obispo

8:00 p. m.

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CIVIL SERVICE CAMPAIGN FUND

Over \$210.00 has been received into our Civil Service Campaign Fund as of press time. Add to that the sum represented by the number of pledges received, and it becomes even better. But there still remain many who have not contributed. How about getting off the dime, folks? The Lord helps those who help themselves, it has been said, and we're going to need His help to put it over for the good of all of us. There are just a lot of folks who intend to contribute, but who have put off doing it. Don't hesitate any longer; we need the money now, not after election, because many of the things that we plan have to be paid for in advance. So send in the lettuce, mazuma, or folding money, in whatever amount you can afford. **BUT SEND IT NOW!**

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ECONOMY

Even our delegates to the League convention, we hear tell, caught the economy bug in an effort to help the civil service campaign. We hear tell that there is a refund coming on the \$100 that we appropriated for delegates expenses. Our Treasurer is rubbing her hands with glee over the prospect, and we don't blame her. Every dime is important, especially right now.

The delegates report that they enjoyed themselves, too - had a downright good time - and how they did it is a mystery in these inflated times. Do you suppose there was any Scotch blood in the crowd, or just Scotch of the drinking kind? Next meeting will tell the tale. Don't miss it.

NO PROPHET

As the above indicates, ye editor is neither a prophet nor the seventh son of a seventh son, so there will be no predictions in this sheet as to the success or failure of our Civil Service proposal.

BUT, and that's a big but on purpose, our success or failure will be in direct proportion to the effort we put into the struggle. We have some pretty smart leadership in this campaign and we're taking the fullest advantage of that fact. That smart leadership, which has the implicit trust and faith of the membership, won't let us down, **BUT** (and again it's big) they can't do it alone.

We must talk civil service at every opportunity, so that the campaign of public information and general publicity will have the fullest possible effect when it starts rolling in the next few days. Inform yourself on the subject of the civil service ordinance. That information was made available to you in the June issue of **THE COUNTY BLADE**, so dig it out and learn it.

It has been our experience, in talking over the matter with business and professional leaders throughout the county, that as soon as they are fully informed on the subject, they are all for civil service for county employees.

This vitally concerns your job, and so it becomes your job to do something to keep the ball rolling and to help it along.

It has been said that, if we fail in this effort, our Association might as well fold up. Nothing could be further from the truth. Failure could mean only that we didn't work hard enough. **BUT WE WILL NOT FAIL.** We will succeed, and our Association will go on to work for the good of the employees of San Luis Obispo County.

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CONVENTION REPORTS

The principle feature of October meeting next Thursday will be reports by the delegates who went to the LOCEA convention in Bakersfield last week. The chief business of the convention was retirement legislation, and since that is our next objective, the reports will be of considerable interest.

There is another report to be made that we just can't keep. Our delegation was able to secure the assurance of the powers that be in LOCEA that one of the Executive Committee meetings of that organization will be held in San Luis Obispo in 1949. It will probably be the July meeting, and we should begin to make preparations for it as soon as possible. Such meetings have always proved to be a profound shot in the arm for the local association which is host, and we stand to gain much from having it here.

Having been there, we can testify that the Bakersfield convention was impressive, full of meat, and inspiration. If our entire membership could attend just one session of such a convention, we'd never have a membership problem.

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NOMINATIONS

Time is fast approaching for the nomination of officers for our Association for 1949. The Nominating Committee will be appointed next Thursday, and every member of the Association should begin thinking about potential officers who can assure our successful future. When you have your mind made up, be sure that the Nominating Committee knows about it. Tell them of people who you think can do a good job. They can't possibly know all prospective officers, and they will appreciate your advice and help. It's part of the job for all of us, to help make the future secure. You know your fellow workers - think it over.

**HUMAN RESOURCES DEPARTMENT
SAN LUIS OBISPO COUNTY**

PLANNER I, II, III AND SENIOR (UPDATED)

DEFINITION:

Classes in this series perform a variety of tasks in support of programs assigned to the Department of Planning and Building or General Services Agency including: community planning, development review, environmental review, energy and natural resources management, airport planning, park planning, housing and economic development and other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Planner I classification is the entry level position in the series. Under supervision, learns departmental procedures, policies and regulations; independently performs routine tasks after demonstrating proficiency; develops skills and supports department programs by assisting other Planners with more complex tasks and projects as assigned.

The Planner II classification is the journey worker level in the series. Under general supervision, does professional planning and environmental work in all program areas, including long range planning, current planning, and housing and economic development. Planner II is expected to perform complex Planner assignments in a majority of program areas.

The Planner III classification is the full range journey worker level in the series. Under general supervision, conducts and processes the full range of discretionary land use permit and land division applications, including environmental reviews up to and including the preparation or review of an Environmental Impact Report; may review work of other staff; may train staff as assigned; acts as leadworker when assigned. Planner III is expected to perform the full range of complex Planner assignments in all program areas.

The Senior Planner classification is the advanced journey worker level in the series. Under direction, works independently and with minimum supervision; performs complex and specialized assignments which may include serving as a project manager and directly supervising project staff, including consultant and contract staff; may review work of other staff; trains subordinate staff; supervises subordinate staff as assigned.

REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Assists the general public in interpreting planning and environmental regulations and policies
- Collects and summarizes planning and environmental data including provision of specialized assistance related to environmental issues (e.g. biology, archaeology,

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- geology)
- Develops, compiles and indexes inventories of a wide variety of environmental resource data from existing records and field surveys; conducts field investigations and information surveys
 - Prepares technical reports maps, charts and other graphic displays to illustrate research findings, project review and environmental issues; writes staff reports
 - Processes routine land use permits, land divisions and environmental determinations and assists in the processing of more complex land use permits, land divisions and environmental determinations
 - Assists in the preparation of long range planning documents and grant administration
 - May be assigned specialized projects such as serving as a department liaison at advisory committee meetings

In Addition, Planner II:

- Processes complex land use permits and land use applications including complete environmental review.
- Meets and confers with a wide variety of individuals organizations and agencies in the public and private sectors, including applicants, general public, consultants and representatives of federal, state and local agencies
- Reviews and/or assists in the preparations of Environmental Impact Reports
- Completes application processing including making recommendations to the Planning and Building Director or General Services Agency Director on the disposition of cases
- Meets with the public to advise of the effect of county regulations and policies on proposed projects and presents reports at public hearings
- Evaluates development projects to determine compliance with federal, state and local land use and environmental laws, regulations and policies (including compliance with the California Environmental Quality Act)
- Prepares Desk Manual procedures
- May obtain funding and permits for county projects
- Prepares and presents staff reports at public meetings and hearings

In Addition, Planner III:

- Completes application processing including making recommendations to the Planning and Building Director or General Services Agency Director on the disposition of cases
- Makes regular presentations at committee meetings and public hearings
- Prepares, maintains and updates general plan and policy related documents including airport and park land use plans
- Prepares Environmental Impact Reports
- Develops land use and environmental language to ensure clarity, standardization, and conformity to policy guidelines for the use in reports, specifications and manuals
- Recommend needed changes to land use codes/ordinances
- Amends planning documents and policy
- Administers grants

In Addition, Senior Planner:

- Manages long term planning programs such as updating or preparing new general plan policy documents and the review of large projects with environmental review
- Prepares and administers grant and related entitlement programs; represents the Planning and Building Director and the Environmental Coordinator, or General Services Agency Director as directed.

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109 **EMPLOYMENT STANDARDS:**
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111 **Knowledge of:**
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- 113 • General land use, environmental, airport and park planning principles
 - 114 • Engineering principles and practices pertinent to land use planning and environmental
 - 115 impact determination
 - 116 • Federal state and local laws and regulations related to the environmental and land use
 - 117 planning with special emphasis on Subdivision Map Act, Zoning and Planning Law
 - 118 (Government Code) and the California Environmental Quality Act (CEQA).
 - 119 • Physical and life sciences
 - 120 • Basic drafting and drawing techniques
 - 121 • Principles of technical report writing
 - 122 • Statistical computation and mathematics
 - 123 • Computer applications and techniques such as Geographic Information Systems
 - 124 • Planning and Building Department or General Services Agency office organization,
 - 125 procedures and standards as well as strategic direction and goals
 - 126 • Office procedures and policies
 - 127 • Effective oral and written communication skills
 - 128 • Interpersonal skills using tact, patience and courtesy
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130 **In Addition, Planner II:**
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- 132 • Principles, practices and regulations that are pertinent to land use planning,
 - 133 environmental review, airport planning, and park planning or
 - 134 • Principles of land use modeling, air quality modeling, transportation modeling and
 - 135 acoustical modeling
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137 **In Addition, Planner III:**
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- 139 • Contract management to monitor completion of work specified and expenditures
 - 140 • Precedent setting court cases relating to land use and environmental law
 - 141 • Effective conflict resolution techniques
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143 **In Addition, Senior Planner:**
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- 145 • Basic supervisory techniques
 - 146 • Project budgeting principles
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148 **Ability to:**
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- 150 • Compile, organize and summarize information accurately in graphic and written form
- 151 • Learn, interpret, apply and explain departmental policies and procedures, rules, laws
- 152 and regulations
- 153 • Use sound judgment in researching, interpreting, applying, and explaining appropriate
- 154 laws, codes, ordinances, regulations, policies, procedures and guidelines
- 155 • Follow oral and written instructions
- 156 • Administer land use policies and regulations with good judgment, firmness and
- 157 impartiality
- 158 • Assist in the review of project proposals against predetermined standards
- 159 • Work effectively in an environment that includes pressure to meet time sensitive

- 160 deadlines and critical review of work product.
- 161 • Support and follow department policies, goals, guiding principles, and Mission-Vision-Values Statement
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 - 163 • Foster a spirit of teamwork and support when interacting with staff and others
 - 164 • Work effectively and tactfully with other staff, public agencies, the general public and advisory committees
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 - 166 • Operate standard office equipment including a computer and assigned software.
 - 167 • Maintain a safe and orderly work area
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169 In Addition, Planner II:

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- 171 • Read and understand site plans, architectural drawings and topographical maps
- 172 • Review and evaluate project proposals against predetermined definitive standards and general performance objectives
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- 174 • Implement departmental policies and procedures in all program areas
- 175 • Prepare concise and accurate staff reports and presentation at public meetings
- 176 • Develop, prepare and present comprehensive reports that deal with land use planning, airport planning, park planning and environmental issues
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- 178 • Use organizational ~~acuity~~ ~~acumen~~ when dealing with the public, media, and various committees and boards
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181 In Addition, Planner III:

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- 183 • Use software and other automation related techniques for personal and mainframe computers to maximize staff efficiency
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- 185 • Make concise and professional formal and informal presentations of technical material
- 186 • Complete the processing of large or moderately complex projects
- 187 • Orient and train staff
- 188 • Act as a leadworker; plan own work and work of others for successful results
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190 In Addition, Senior Planner:

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- 192 • Manage the most controversial development and policy projects
- 193 • Effectively conduct and facilitate public meetings
- 194 • Supervise and evaluate the performance of assigned staff

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196 **EDUCATION/EXPERIENCE:**

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198 All Levels: Graduation from an accredited institution with either a Bachelor's or Master's degree in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, or a closely related field. (Para-professional or higher level job related experience may substitute for the required education on a year-for-year basis.)

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204 IN ADDITION:

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206 Planner I: No additional experience required.

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208 Planner II: One year of professional level experience in urban and regional planning or environmental review and analysis.

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211 Planner III: Two years of professional level experience in urban and regional planning or

environmental review and analysis.

Senior Planner: Four years of professional level experience in urban and regional planning and environmental review/analysis or environmental impact assessment work which requires a state approved specialized professional license or certification.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

SPECIAL SUBCLASS RECRUITMENT:

Recruitment for the positions in this series may be conducted according to the special requirements for each position. Requirements may be broadened to include experience more specific to the particular vacancy.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 11-18-81
Revised: 04-28-99
Revised: 02-19-03
Revised: 04-25-12